

CITY OF GREENVILLE, SOUTH CAROLINA

Job Description #1017

April 2010

<i>Job Title:</i>	<i>Administrative Assistant - Fire</i>
<i>Department:</i>	Fire
<i>Status:</i>	Non-Exempt
<i>Immediate Supervisor:</i>	Fire Chief

BRIEF DESCRIPTION OF THE JOB:

Perform a variety of administrative/clerical duties in support of the Fire Department. Responsible for the daily operation of the Administration Division office. Perform various other assignments directed by supervisor.

ESSENTIAL FUNCTIONS:

Prepare correspondence, memos, forms, minutes, etc. Answer all incoming calls and provide assistance handling complaints, routing calls, or taking messages. Greet visitors and refer to appropriate person/department, etc. Receive and distribute all incoming mail and respond to mail requests. Schedule meetings and confirm attendance, arrange for food as needed. Distribute and collect time cards, verify accuracy, and record all leave. Handle various other personnel matters, i.e., review notifications, new hire/termination changes, and perform other administrative and clerical duties as directed.

PHYSICAL DEMANDS:

Overall Strength Demands:

Sedentary work includes sitting, walking, fine dexterity, reaching, handling, bending, vision, hearing, and talking.

Machines, Tools, Equipment and Work Aids:

Equipment utilized includes a computer and related software, calculator, copier, fax machine, printer, etc.

Primary Work Location(s): Office Environment

NON-PHYSICAL DEMANDS:

Time Pressures

Frequent Change of Tasks

Performing Multiple Tasks Simultaneously

Tedious or Exacting Work

Working Closely with Others as Part of a Team

JOB REQUIREMENTS:

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Formal Education:

Additional training beyond high school in computers, clerical duties, and record keeping is necessary.

Experience: Over two years of administrative/clerical type duties and computer experience are necessary.

Reading: Must be able to read reports, letters, computer printouts, memos, mail, etc.

Math: Must possess a basic working knowledge.

Writing: Must be able to compose phone messages, drafts, forms, reports, etc.

Reasoning: Work requires analysis and judgement in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and precedents.

Interpersonal Skills:

Requires the ability to interact with co-workers, supervisors, and the general public.

Contacts Within the Organization:

Contact with Fire Department Command Staff, firefighters, Human Resources, City Manager, Mayor=s Office, Nurse, etc..

Contacts Outside the Organization:

Contact with investment consultants regarding pension plans, S.C. Firefighter=s Association regarding insurance and membership information, the general public, a variety of sales personnel, insurance companies, and with other Fire Departments.

Contacts with Vendors/Suppliers & General Public:

Contact with general public and with fire equipment vendors.

DECISION MAKING:

Schedule firefighter physicals and drug tests, scheduling Fire Chief=s appointments, scheduling Fire Safety Education events and making assignments.

FREQUENCY AND FREEDOM TO ACT:

Frequent Freedom: Work, which is non-standard and varied, requires the production of expected results and deadlines met by determining which procedures to follow.